

RESOLUTION NO. R16-721

**A RESOLUTION TO ADOPT A VOLUNTEER SERVICE POLICY FOR
THE CITY OF STOCKBRIDGE**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to establish a fair and equitable volunteer service policy for the City of Stockbridge;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval. The volunteer service policy attached hereto as Exhibit A is hereby approved.

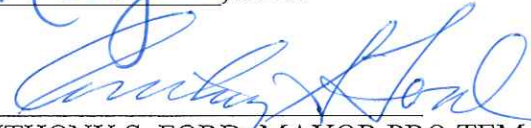
SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO REOLVED this 9th day of May, 2016.


ANTHONY S. FORD, Mayor Pro Tem

ATTEST:

 (SEAL)
VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

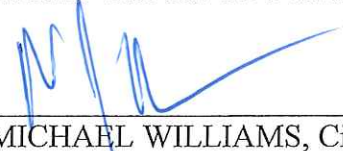

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

Volunteer Service Policy



CITY OF STOCKBRIDGE

VOLUNTEER POLICY

BACKGROUND

The City of Stockbridge believes volunteers can make a positive difference to the community and to themselves. Volunteering is an activity where individuals decide, freely and by choice, to help achieve the organization's goals without expectations of financial or other rewards in kind. Volunteers benefit by gaining a greater understanding and appreciation for their local government and simultaneously strengthening the community's bond. We understand that people volunteer for many reasons and we value their contribution, commitment and participation. Their involvement compliments the work the City undertakes, but does not replace the work of paid staff members.

MISSION

To utilize motivated citizens to enhance and supplement the productive efforts of the City and to improve the quality of life of the citizens and the City of Stockbridge through the medium of volunteering.

PURPOSE

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement. This policy shall govern those volunteers secured by City departments and those volunteers utilized by the Mayor and Council, separately.

The City of Stockbridge recognizes and supports the use of volunteers to assist the City of Stockbridge government in providing services and programs. The City of Stockbridge Municipal Volunteer Program Policies will establish standards of volunteer service for a formal volunteer program. This policy contains responsibilities of both the City and volunteers. Written policies and procedures will assure volunteers are suitably oriented and trained and job duties are developed. Supervision of volunteers is appropriate to assigned duties and discussion regarding safety, liability to the City, and accident and property damage coverage is conducted.

For volunteering to be successful, the needs of the organization, service users and volunteers must harmonize. In an effort to match the City with qualified pre-screened volunteers and persons with specific strengths, volunteer organizations may be utilized in conjunction with the City for opportunities to enhance and more rapidly complete certain endeavors. Because of the composition of this diverse community, and the number of skilled persons desiring to participate in assisting the City, there needs to be a mechanism by which matches between organized volunteers and the

City can be made. Volunteerism is valuable to meet the needs of both the City and utilizing the skills and desires of citizens willing to participate and help.

These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City of Stockbridge may periodically change these policies. When changes are made all volunteers are expected to adhere to the policies set forth by the City of Stockbridge. Appointed boards and commissions are not covered by this policy.

DEFINITION OF 'VOLUNTEERS'

An individual or group who provides their time, talent and abilities to perform assigned tasks at the direction of the City Council, City Manager and/or Department Directors, without expectation of any type of compensation. The City does not recognize "paid volunteers".

For the purpose of utilizing volunteer services, the City will generally use the following categories of volunteers:

Non-professional - Those volunteers that have specific limited skills, knowledge, but have the abilities to perform tasks in a variety of areas. Also include volunteers with skills and knowledge in areas including but not limited to supervisory experience, graphic design, information technology, landscape design, public relations, etc.

Professional - Those volunteers that have specific talents and that are licensed to perform duties such as architectural, law, appraisals, electrical, plumbing, or other professional experience in specific areas of municipal or private sector specialties. Utilization of volunteers in which the City will rely on the volunteers' recommendation may require that the City and the volunteer enter into a separate contract.

SCOPE

To maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the City, this policy will apply to the City Council and all City departments with volunteers. The City Manager will oversee and/or designate an employee to be responsible for the Volunteer Program, who will serve as the contact person.

RECRUITMENT OF MINORS

Generally speaking, the City of Stockbridge will not accept as an individual volunteer, anyone less than 16 years of age, but encourages participation of all ages in event-related and other group appropriate projects.

The City encourages individual minors (16-18) participation as volunteers so that these volunteers can accomplish their community service hours required for school. Individual minor volunteers are assigned to an appropriate supervisor who may be staff or an adult volunteer.

Groups and organizations whose members consist of children under age 16 are to volunteer with appropriate projects, provided their independent sponsoring group or organization adequately provides all of the adult supervision necessary for all minors to perform the activity safely. The City shall not be responsible for providing adequate adult supervision for groups including minor volunteers.

Each volunteer who has not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering with the City.

RISKS OF INJURY TO VOLUNTEERS

City Volunteers are not covered for work related injuries by the City's Worker's Compensation Insurance. Volunteers are asked to sign the release as an acknowledgement that they are solely responsible for injuries resulting from participation in the volunteer activities or services.

City Volunteers may be covered under the City's Liability Policy but are still required to sign a release for activities during the course and scope of their volunteer duties.

DAMAGE TO OR THEFT OF VOLUNTEER PROPERTY

The City shall not be responsible for any damage to or theft of personal volunteer property.

DRIVING

Volunteers are not allowed to operate City vehicles.

RECOGNITION

The City may conduct an annual recognition event to recognize employees and volunteers for their years of service to the City.

ADHERENCE TO ALL LAWS AND RULES

All volunteers shall adhere to all applicable federal, state and local laws. Damage to any City property by the volunteer may result in criminal and/or civil action against the volunteer.

CITY DEPARTMENTS VOLUNTEERS

Selection Process

Recruitment —

Departments shall use the following recruiting procedures when seeking a volunteer. A Volunteer Request Form (Exhibit 1) should be submitted to the City Manager or his designee, for review and

approval prior to the recruitment of any volunteer. Whenever possible, there shall be a response within three (3) business days of the time request is received. Failure of the City Manager, or his designee, to respond to a request shall not prohibit the department from proceeding with securing a volunteer.

Once the Volunteer Request Form has been approved, the Department or his/her designee may openly recruit for that volunteer or utilize a volunteer organization for applicants.

Applicants will be required to fill out a Volunteer Application Form (Exhibit 2). Application information will include: name, address, telephone number, driver's license, work or volunteer experience, education or training, interests, availability, preferred assignments, references, etc. specific project or program. Procedures shall be consistently followed for every department requesting the use of volunteers. All forms shall be the responsibility of the Human Resources Department (HR).

Volunteer Selection-

Once the Volunteer Application Form is completed, the respective department director and/or designee will interview the applicant(s). Once a volunteer is selected, the Department Manager will recommend said volunteer to the City Manager or his designee for approval. HR will send a letter to the volunteer notifying them of their acceptance pending any necessary background, live-scan and/or medical examination.

The Volunteer must complete and sign a Volunteer Liability Release Form (Exhibit 3) in order to proceed with the selection process. Volunteers working with minors, the elderly and/or disabled persons will require a background check in accordance with law.

If the volunteer position requires driving, a copy of the volunteer's driver's license shall be placed on file, a copy of the volunteer's personal vehicle insurance, and an Abstract of Driving Record obtained from the Department of Drivers Services at the volunteer's expense.

If the selection process discloses information that indicates the tentative volunteer would not fulfill department expectations, the City is under no obligation to assign or retain that volunteer.

City Employees as Volunteers

City Departments may accept the services of its staff as volunteers. This service is accepted, provided the volunteer service is:

1. Provided totally without a coercive nature.
2. Involves tasks which are outside the scope of normal staff duties.
3. Time provided is outside of usual working hours.

Additionally, the City supports its employees in volunteering with other community organizations, outside work hours.

Orientation

Orientation will be conducted by HR or the Department Head on the first day of volunteerism. In order for both the City and volunteers to have a complete understanding of the conditions of volunteering, the following topics will be discussed during new volunteer orientation:

1. Policy and Procedures: Policy and procedures regulating volunteer duties should be discussed. Specific emphasis should be given to working safely, conditions of driving while as a volunteer and risk exposure to the City. This policy should be furnished to and discussed with volunteers.
2. Training: Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, approved financial expenditures and reimbursement procedures, accident reporting procedures, confidentiality, call in, dress code, performance reviews (if applicable), etc. Volunteers shall receive instructions in areas within their assigned duty assignment.
3. Supervision: Volunteers will be supervised as to assignments, work performance, activity, use of equipment, etc. Performance problems will be corrected or the volunteer will be released from service.
4. Exposure and Use of City Property: Volunteers shall be limited in the use of City property unless required by their volunteer assignment. Damage to any City property by the volunteer may result in criminal and/or civil action against the volunteer. The volunteer is required to adhere to all confidentiality policies of the City. Volunteer shall only be allowed to access secured areas of the City via a City employee escort who is to remain with volunteer. Employees providing volunteers with City access cards and keys is strictly prohibited. Authorizing volunteers to enter secured areas of City buildings alone shall be kept to a minimum.

CITY COUNCIL VOLUNTEERS

City Council shall use the following recruiting procedures when seeking a volunteer. A councilmember shall identify their chosen volunteer to Mayor and Council during a work or business session prior to the volunteer performing any duties. Volunteers of the City Council do not require City Manager approval nor a Volunteer Request Form; however, City Council volunteers must still fill out a Volunteer Application Form to remain on file with HR. The Volunteer must also complete and sign a Volunteer Liability Release Form.

City Council shall not allow volunteers to use any City property that could potentially expose confidential and/or privileged information unless the volunteer is supervised by the City councilmember at all times. Volunteers shall only be allowed to access secured areas of the City via the City Councilmember.

City Council shall not use City employees as volunteers.

**MUNICIPAL VOLUNTEER PROGRAM APPLICATION**

Please Return to: City of Stockbridge - Human Resources

4640 North Henry Blvd. – Stockbridge, GA 30281

Phone: (770) 389-7908 Fax: (770) 626-4237

Email: volunteers@cityofstockbridge-ga.gov

INSTRUCTION FOR COMPLETING THIS APPLICATION

We welcome you as a Municipal Volunteer applicant with the City of Stockbridge. It is the policy and intent of the City of Stockbridge to provide equal opportunity to all volunteer applicants regardless of race, color, gender, age, religion, national origin, ancestry, sexual orientation, marital status, veteran status, disability, or any other protected group status (except when gender, age, or physical ability is a bona fide volunteer qualification) in all aspects of our personnel and/or volunteer policies, programs, practices and operations. All information contained in or connected with this Municipal Volunteer Program application will be considered personal and confidential and used only in conjunction with your possible volunteer assignment with the City of Stockbridge.

The City of Stockbridge complies with the Americans with Disabilities Act (ADA). If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Human Resources Department at (770) 389-7908.

Please furnish us with complete information as requested in this application.

GENERAL INFORMATION

Last Name _____ First Name: _____ Middle Initial: _____

Permanent Address: _____

City: _____ County _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you related to any employee or an elected official of the City of Stockbridge?

Yes _____ No _____

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If yes, state their name and relationship to you:

Have you ever been employed by the City of Stockbridge? Yes _____ No _____

Are you at least 18 years of age? Yes _____ No _____

Have you ever been convicted of a crime other than a petty moving violation?

Yes _____ No _____

**APPLICANT IS NOT OBLIGATED TO DISCLOSE SEALED OR EXPUNGED
RECORDS OF CONVICTION OR ARREST.**

If yes, please explain:

If applicable for the volunteer position, please answer the next question:

Do you have a valid Georgia Driver's License? Yes _____ No _____ DL No. _____
State _____

AVAILABILITY

Please identify the specific department(s) or functional areas with which you'd prefer to volunteer.

Days of the Week: _____ Hours: _____

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SKILLS

List any skills/experience that might relate to a volunteer position (Data Entry, Software Skills, Equipment, etc.).

List any special courses, seminars, workshops, etc., that might relate to a volunteer position.

List any licenses or certificates relating to a volunteer position.

Describe your interpersonal skills, special training or experience you may have relating to dealing with the public.

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May the City of Stockbridge contact the organizations identified below?

Yes _____ No _____

May the City of Stockbridge share your e-mail address and phone number with the other members of the volunteer group?

Yes _____ No _____ If yes, please specify specific contact information:

Organization: _____

Phone Number: _____ Address: _____

City: _____ State: _____ Zip: _____

Dates Volunteered: _____ Title: _____ Supervisor's Name: _____

Duties: _____

Organization: _____ Phone
Number: _____Address: _____ City: _____ State: _____
Zip: _____Dates Volunteered: _____ Title: _____ Supervisor's
Name: _____

Duties: _____

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PROFESSIONAL REFERENCES

Please list two references that are familiar with your work history and/or volunteer experience.

Name: _____ Organization/Company: _____

Relationship: _____ Years Known: _____ Phone #: _____

Name: _____ Organization/Company: _____

Relationship: _____ Years Known: _____ Phone #: _____

How did you learn of the volunteer opportunities with the City of Stockbridge?

☐ Newspaper

☐ Employee

☐ Web Site

☐ Other

Name of referral source: _____

Please note that this program is not meant to satisfy court-ordered volunteer requirements.

VOLUNTEER APPLICANT AGREEMENT

Please read before signing. Questions regarding this statement should be directed to Human Resources.

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application without notice or benefits, regardless of how or when discovered.

I understand that all candidates offered a volunteer assignment are subject to a criminal background check at the expense of the City.

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I authorize the investigation of all statements and information contained in this application. I release the City of Stockbridge from any and all liability that might result from conducting a background investigation and from employing me as a volunteer. I also release from liability anyone supplying information pursuant to such investigation. I understand that information collected during this background check will be limited to that appropriate to determining my suitability for particular types of volunteer work and that all such information collected during the check will be kept confidential.

I understand that this application is not, nor is it intended to be, a contract of employment. If selected to as a volunteer, I agree to abide by all applicable Federal, State, and City of Stockbridge's ordinances, rules, regulations, and policies either published or in effect by custom and usage. I understand that I am offering my services to the City of Stockbridge without compensation. I understand the City of Stockbridge may terminate my volunteer status at any time.

I am responsible for maintaining the confidentiality of all privileged and proprietary information in which I may encounter during my term as a volunteer.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application to volunteer.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____



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VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY

1. I _____ agree to work for The City of Stockbridge (The City) as a volunteer in _____ Department on/from _____.
2. As a volunteer, I understand that I control the dates and times when I do the work and that the City is not responsible for scheduling my volunteer work. I also understand that I will not be compensated for any time spent as a volunteer, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service.
3. I am aware that participation as a volunteer may require periods of physical requirements, i.e. standing lifting and carrying up to 40 pounds and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.
4. As consideration for volunteering for The City, I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue The City or its employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its officers, employees, agents, or contractors of The City as a result of my volunteering. I HEREBY RELEASE AND DISCHARGE "THE CITY" AND ITS OFFICERS EMPLOYEES, AGENTS AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION IN THE PROJECT.
5. I UNDERSTAND THAT IF I AM INJURED IN THE COURSE OF THE PROJECT, I AM NOT COVERED BY THE CITY'S WORKERS' COMPENSATION PROGRAM. I authorize The City to seek emergency medical treatment on my behalf in case of injury, accident or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness or injury.

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6. I understand that the materials and tools provided by The City are and remain the property of The City, and I agree to return these tools and any remaining materials to The City at the end of my volunteer service.
7. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

Date

Volunteer Signature

Volunteer Printed Name

(Minor) Printed Name

Parent/Guardian of Minor Signature

Parent/Guardian of Minor Printed Name

Date

City of Stockbridge Representative Signature

Date

City of Stockbridge Representative Signature



CITY OF STOCKBRIDGE

VOLUNTEER REQUEST FORM

DATE OF EVENT: _____

EVENT: _____

LOCATION: _____

EXPECTED ARRIVAL TIME: _____

EVENT BEGINS; _____ EVENT ENDS: _____

NUMBER OF VOLUNTEERS REQUESTED: _____

REQUEST MADE BY: _____